

Department of Human Resources
Carroll County Government
225 North Center Street, Room 100
Westminster, Maryland 21157
410-386-2129



Currently accepting applications for:
Bureau Chief, Fleet Management
Department of Public Works

An Equal Opportunity Employer

Bureau Chief, Fleet Management/Warehouse Operations – Department of Public Works

\$70,304.00 annual salary (Grade M01), 40 hours per week, exempt position

Hours are typically Monday through Friday from 7:00 am – 4:00 pm

Apply by 5:00 pm on Wednesday, June 30, 2021

The Department of Public Works is currently seeking an energetic, self-motivated individual to lead our Bureau of Fleet Management/Warehouse Operations Team.

As Bureau Chief, you will manage the overall direction, coordination, and evaluation of the Bureau. Oversee and manage activities of employees engaged in repairing and maintaining motor vehicles, including operations on vehicles covered by Federal and State Transportation Regulations, and managing central warehousing operations. You will work collaboratively with multiple governmental agencies and have daily interaction with the public.

An ideal candidate will be a global thinker who works collectively with staff, customers, businesses, and other professionals to ensure the Bureau of Fleet Management/Warehouse Operations runs at optimal efficiency.

Click [here](#) for the full job description

Qualifications:

1. Bachelor's degree in Business Administration, Materials Management or related field
2. Six years' experience in vehicle maintenance management, warehouse operations, purchasing; three years' experience in supervision; experience in automotive and heavy equipment desirable

A comparable amount of training and experience may be substituted for the minimum qualifications

Benefits of working for Carroll County Government:

- ✓ Low-cost, no deductible healthcare plans (including prescription and vision)
- ✓ Low-cost dental insurance
- ✓ Up to \$9,000 in Tuition Assistance per fiscal year
- ✓ 12 paid holidays
- ✓ Receive 1 times your annual salary of Basic Life Insurance at no cost

Click [here](#) for more benefit details

How to apply:

- Apply online: <https://careers.carrollcountymd.gov/openings/>
- Pick up an application in our office: 225 N. Center Street, Room 100, Westminster, MD 21157
- Call the Carroll County Job Hotline to request an application: 410-386-2020
- Applications must be submitted by 5:00 pm on the date the job closes
- Applications are **not** accepted by fax or email

6/8/2021
(21-110)

The County Commissioners of Carroll County recognize the rights of all people, including County employees, to equal opportunity. Discrimination against County employees on the basis of age, religion, gender, race, color, national origin, sexual orientation, marital status, physical or mental disability is strictly prohibited. The Americans with Disabilities Act, Titles I and II, applies to County government employment. If you have questions, suggestions, or complaints, please contact Kimberly L. Frock, Director and Carroll County Government Americans with Disabilities Coordinator for employment, at the Department of Human Resources (410-386-2129) or Md. Relay 711/800-735-2258. The mailing address is 225 North Center Street, Westminster, MD 21157.